

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Facilities Hazard Exposure Control	Revised: 09/27/19
Purpose: To prevent worker and public exposures to Hazardous Work By-Products. <i>Regulated under multiple sections of both OSHA and EPA.</i>	

Responsible Party/ies: All Management and Supervisory staff of the Facilities Mgmt. Division.

Performance Frequency: Prior to the initiation of any project that is known to, or suspected of, generating hazardous by-products.

Documentation: Completion of a Facilities Bi-Weekly Project Update Spreadsheet identifying the project scope and all aspects that will or may generate Hazardous Work By-products.

Training:

1. Facilities Management and/or Supervisors will cover this SOP with all newly hired and/or temporary applicable personnel within their first 60-days of employment.
2. All personnel are expected to be trained in and have a basic understanding of Hazardous Work By-products, and how any applicable project will or may generate them.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Definitions:

1. **Hazardous Work By-products:** substances and/or conditions that are generated during the performance of work tasks which pose a threat to worker and/or bystander health and safety. Examples include:
 - Fumes – Chemical products or mixtures of such products
 - Lead – Historic paint and paint products
 - Silica – Masonry products, concrete and stone
 - Asbestos – A variety of resilient construction products (surfacing, sealants, insulation, etc.)

Procedure:

- 1) Contact Environmental Management prior to or during the procurement stage of applicable projects to begin assessment of environmental hazards and risks.
 - a) If worker and/or public safety risks are identified, the Safety Coordinator will be included in all further evaluations.
 - b) If threat(s) of exposure are deemed to meet either of the following conditions, the use of third party professional hazard mitigation contractors will be initiated:
 - i) Hazard control is beyond the capability of Facilities Management.
 - ii) Hazard control requires the use of specially certified contractors.
- 2) Before beginning a project, Supervisors will ensure that a Facilities Management Bi-Weekly Update Sheet has been fully completed and reviewed by Safety and/or Environmental Management.
 - a) Facilities Supervisors will use the Facilities Management Bi-Weekly Update Sheet to:

- i) Describe the project activities that will or may generate Hazardous Work By-Products; and
 - ii) Describe and/or provide drawings to articulate where those activities will occur.
- 3) Environmental Management will provide information and ensure that arrangements have been secured for applicable hazard controls and will update the spreadsheet accordingly.
 - a) If third party professional services are required, Environmental Management and/or Safety staff will ensure all applicable closures and clearances have been secured.
- 4) **Evolving Hazard Control** - As a project proceeds, and new or unforeseen factors are identified, Supervisors and Foremen/women will regularly re-evaluate the project's conditions, tools, methods, and all other real time factors, to ensure that Hazardous Work By-products are continuously controlled.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov.